



Board of Trustees

William J. Fountain, Supervisor
Larry N. Ciofu, Clerk
Kathleen A. Horning, Treasurer

Brett Lubeski, Trustee
Summer L. McMullen, Trustee
Denise M. O'Connell, Trustee
Joseph M. Petrucci, Trustee

Board of Trustees Regular Meeting Agenda Hartland Township Hall Wednesday, August 05, 2026 7:00 PM

1. Call to Order
 2. Pledge of Allegiance
 3. Roll Call
 4. Approval of the Agenda
 5. Call to the Public
 6. Approval of the Consent Agenda
 - [a.](#) Approve Payment of Bills
 - [b.](#) Approve Post Audit Disbursements Between Meetings
 - [c.](#) 07-21-26 Hartland Township Board Regular Meeting Minutes
 7. Pending & New Business
 - [a.](#) Public Works Coordinator Job Description Change
 - [b.](#) Short-term Finance and Accounting Consultant
 8. Board Reports
- [BRIEF RECESS]
9. Information / Discussion
 - a. Manager's Report
 10. Adjournment

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Dryden-Hogan, Finance Director

Subject: Approve Payment of Bills

Date: July 30, 2026

Recommended Action

Move to approve the bills as presented for payment.

Discussion

Bills presented total \$185,853.66

Notable Invoices include:

Chloride Solutions – Dust Control June/July = \$15,251.87

Partnr Haus – Cubicle deposit = \$54,914.00

Spalding DeDecker – Developer Project Management and Construction Engineering on Water Bond Projects = \$75,318.75

Financial Impact

Is a Budget Amendment Required? ☐ Yes ☒ No

All expenses are covered under the amended FY27 budget.

Attachments

Bills for 8.5.2026

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INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP
EXP CHECK RUN DATES 08/05/2026 - 08/05/2026
BOTH JOURNALIZED AND UNJOURNALIZED
OPEN

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Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
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		Due Date		1099		

APPLIED	APPLIED INNOVATION	07/30/2026	3229342	FOA	COPIER LEASE MPC5503	
54734		08/05/2026		N		661.12
	7718 SOLUTION CENTER					
07/28/2026	CHICAGO IL, 60677-7007	/ /	0.0000	N		0.00
		08/05/2026		N		661.12

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-930.000	REPAIRS & MAINTENANCE	661.12

VENDOR TOTAL: 661.12

1400	BS&A SOFTWARE	07/17/2026	169696	FOA	ANNUAL SUPPORT MAINT FEES FOR GL, AP	
54707		08/05/2026		N		8,338.00
	14965 ABBEY LANE					
07/17/2026	BATH MI, 48808	/ /	0.0000	N		0.00
		08/05/2026		N		8,338.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-192-930.000	REPAIRS & MAINTENANCE	980.00
101-192-930.000	REPAIRS & MAINTENANCE	834.40
590-000-930.000	SOFTWARE MAINTENANCE	210.00
536-000-930.000	SOFTWARE MAINTENANCE	140.00
206-000-930.000	SOFTWARE MAINTENANCE	70.00
590-000-930.000	SOFTWARE MAINTENANCE	178.80
536-000-930.000	SOFTWARE MAINTENANCE	119.20
206-000-930.000	SOFTWARE MAINTENANCE	59.60
101-192-930.000	REPAIRS & MAINTENANCE	1,651.00
590-000-930.000	SOFTWARE MAINTENANCE	402.50
536-000-930.000	SOFTWARE MAINTENANCE	402.50
101-209-930.000	REPAIRS & MAINTENANCE	2,098.00
101-253-930.000	REPAIRS & MAINTENANCE	298.00
590-000-930.000	SOFTWARE MAINTENANCE	536.40
536-000-930.000	SOFTWARE MAINTENANCE	357.60
		8,338.00

VENDOR TOTAL: 8,338.00

CHLORIDESO	CHLORIDE SOLUTIONS LLC	06/26/2026	HAR062626	FOA	DUST CONTROL 6/25-6/26/26	
54711	672 NORTH M-52	08/05/2026		N		4,591.46
06/26/2026	WEBBERVILLE MI, 48892	/ /	0.0000	N		0.00
		08/05/2026		Y		4,591.46

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-463-969.002	ROAD CHLORIDE	3,443.60
204-000-969.002	ROAD CHLORIDE	1,147.86
		4,591.46

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CHLORIDESO	CHLORIDE SOLUTIONS LLC	07/03/2026	HAR070326	FOA	DUST CONTROL 6/29-7/2/26	
54710	672 NORTH M-52	08/05/2026		N		10,660.41
07/03/2026	WEBBERVILLE MI, 48892	/ /	0.0000	N		0.00
		08/05/2026		Y		10,660.41

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-463-969.002	ROAD CHLORIDE	7,995.31
204-000-969.002	ROAD CHLORIDE	2,665.10
		10,660.41

VENDOR TOTAL: 15,251.87

CINTAS	CINTAS CORPORATION	07/20/2026	4276260081	FOA	MAT MAINT. 7/20/26	
54708	P.O BOX 630910	08/05/2026		N		49.57
07/20/2026	CINCINNATI OH, 45263	/ /	0.0000	N		0.00
		08/05/2026		N		49.57

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	49.57

CINTAS	CINTAS CORPORATION	07/14/2026	5347557003	FOA	FIRST AID RESTOCK AT WATER PLANT	
54709	P.O BOX 630910	08/05/2026		N		64.21
07/14/2026	CINCINNATI OH, 45263	/ /	0.0000	N		0.00
		08/05/2026		N		64.21

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-801.000	CONTRACTED SERVICES	64.21

VENDOR TOTAL: 113.78

CBS	COMPLETE BATTERY SOURCE - BRIGHTON	07/20/2026	455325	FOA	REPLACE EMERGENCY LIGHTS AT WATER PL	
54712		08/05/2026		N		33.92
	6480 GRAND RIVER					
07/20/2026	BRIGHTON MI, 48114	/ /	0.0000	N		0.00
		08/05/2026		Y		33.92

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	33.92

VENDOR TOTAL: 33.92

ELECTROCYC	ELECTROCYCLE INC	07/30/2026	80231	FOA	MONTHLY SHREDDING SERVICE	
54735		08/05/2026		N		42.00
	23953 RESEARCH DR					
07/07/2026	FARMINGTON HILLS MI, 48335	/ /	0.0000	N		0.00

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		Due Date		1099		

		08/05/2026		N		42.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-801.000	CONTRACTED SERVICES	42.00

VENDOR TOTAL: 42.00

5888	FOSTER, SWIFT, COLLINS & SMITH	06/30/2026	947485	FOA	JUNE LEGAL EXPENSES	
54693		08/05/2026		N		3,417.93
	313 S. WASHINGTON SQUARE					
07/20/2026	LANSING MI, 48933-2193	/ /	0.0000	N		0.00
		08/05/2026		Y		3,417.93

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-722-826.000	LEGAL FEES	500.00
101-400-826.000	LEGAL FEES	214.16
101-209-826.000	LEGAL FEES	2,703.77
		3,417.93

VENDOR TOTAL: 3,417.93

0150	HARTLAND CONSOLIDATED SCHOOLS	06/30/2026	175957	FOA	JUNE FUEL PURCHASES	
54713		08/05/2026		N		1,663.84
	9525 E HIGHLAND ROAD					
06/30/2026	HOWELL MI, 48843	/ /	0.0000	N		0.00
		08/05/2026		N		1,663.84

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-239-860.000	GASOLINE	232.39
536-000-860.000	GASOLINE	1,431.45
		1,663.84

VENDOR TOTAL: 1,663.84

1548	HORIZON LANDSCAPE INC.	06/24/2026	17741	FOA	IRRIGATION REPAIRS TO MEDIAN AFTER W	
54715		08/05/2026		N		1,582.00
	11765 HIBNER RD					
06/24/2026	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		08/05/2026		N		1,582.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-463-802.100	IRRIGATION REPAIRS	1,582.00

1548	HORIZON LANDSCAPE INC.	06/24/2026	17743	FOA	TOWNSHIP CLEAN UP DAY	
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		OPEN				
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54714		08/05/2026		N		1,575.00
	11765 HIBNER RD					
06/24/2026	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		08/05/2026		N		1,575.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-441-801.000	CONTRACTED SERVICES	1,575.00

1548	HORIZON LANDSCAPE INC.	07/09/2026	17763	FOA	M59 MEDIANS SEASON MOWING	
54717		08/05/2026		N		5,275.33
	11765 HIBNER RD					
07/09/2026	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		08/05/2026		N		5,275.33

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-463-802.000	LAWN/SNOW MAINTENANCE	5,275.33

1548	HORIZON LANDSCAPE INC.	07/09/2026	17764	FOA	LAWN MOWING ST61 SEASONAL CONTRACT	
54716		08/05/2026		N		1,605.83
	11765 HIBNER RD					
07/09/2026	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		08/05/2026		N		1,605.83

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000-802.000	LAWN/SNOW MAINTENANCE	1,605.83

VENDOR TOTAL: 10,038.16

MAMC	MICHIGAN ASS'N OF MUNICIPAL CLERKS	07/30/2026	073026	FOA	EDUCATION DAY	
54746	ATTN: MEMBERSHIP	08/05/2026		N		50.00
	120 N WASHINGTON SQ, SUITE 110A					
07/30/2026	LANSING MI, 48933-1609	/ /	0.0000	N		0.00
		08/05/2026		N		50.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-215-957.000	EDUCATION/TRAINING/CONVENTION	50.00

VENDOR TOTAL: 50.00

PARTNERHAU	PARTNER HAUS	07/30/2026	073026	FOA	DEPOSIT ON NEW CUBICLES	
54747	2120 E 11 MILE RD	08/05/2026		N		54,914.00
	ROYAL OAK MI, 48067					
07/30/2026		/ /	0.0000	N		0.00
		08/05/2026		N		54,914.00

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401-265-970.000	CAPITAL OUTLAY			54,914.00			
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VENDOR TOTAL:	54,914.00
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1180	PETER'S TRUE VALUE HARDWARE	07/30/2026	CMT36276	FOA	RETURN		
54740	3455 W. HIGHLAND ROAD	08/05/2026		N		(55.50)	
07/20/2026	MILFORD MI, 48380	/ /	0.0000	N		0.00	
		08/05/2026		N		(55.50)	

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-740.000	OPERATING SUPPLIES	(55.50)

1180	PETER'S TRUE VALUE HARDWARE	07/30/2026	K83177	FOA	RUST/STAIN REMOVER		
54742	3455 W. HIGHLAND ROAD	08/05/2026		N		24.96	
07/13/2026	MILFORD MI, 48380	/ /	0.0000	N		0.00	
		08/05/2026		N		24.96	

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	24.96

1180	PETER'S TRUE VALUE HARDWARE	07/20/2026	K83324	FOA	PARK SUPPLIES AND SALT		
54718	3455 W. HIGHLAND ROAD	08/05/2026		N		100.46	
07/20/2026	MILFORD MI, 48380	/ /	0.0000	N		0.00	
		08/05/2026		N		100.46	

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-740.000	OPERATING SUPPLIES	65.51
101-265-740.000	OPERATING SUPPLIES	34.95
		100.46

1180	PETER'S TRUE VALUE HARDWARE	07/30/2026	K83325	FOA	PARTS FOR HOSE SPIGOT AT SETTLERS		
54741	3455 W. HIGHLAND ROAD	08/05/2026		N		228.41	
07/20/2026	MILFORD MI, 48380	/ /	0.0000	N		0.00	
		08/05/2026		N		228.41	

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-740.000	OPERATING SUPPLIES	228.41

VENDOR TOTAL:	298.33
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PMTECH	PM TECHNOLOGIES	07/26/2026	144385649	FOA	WATER TOWER EMERG CALL		
54719	28294 BECK ROAD	08/05/2026		N		672.62	
07/06/2026	WIXOM MI, 48393	/ /	0.0000	N		0.00	
		08/05/2026		N		672.62	

Open

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GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.001	REPAIRS & MAINTENANCE SYSTEM	672.62
VENDOR TOTAL:		672.62

PRECISIONC	PRECISION COMFORT HEATING & AC	07/22/2026	150507129	FOA	HVAC REPAIR AT TWP HALL	817.20
54720		08/05/2026		N		
	5454 BYRON RD					
07/22/2026	HOWELL MI, 48855	/ /	0.0000	N		0.00
		08/05/2026		N		817.20

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	817.20
VENDOR TOTAL:		817.20

7532	PRINTING SYSTEMS INC	07/23/2026	242372	FOA	VOTER ID CARDS	194.57
54721		08/05/2026		N		
	12005 BEECH DALY					
07/23/2026	TAYLOR MI, 48180	/ /	0.0000	N		0.00
		08/05/2026		N		194.57

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-191-727.000	SUPPLIES & POSTAGE	194.57
VENDOR TOTAL:		194.57

JOHNSON	ROSATI,SCHULTZ,JOPPICH&AMTSBUECHLER	07/10/2026	1086076	FOA	LEGAL FEES FOR CODE ENFORCMENT AND T	
54722	27555 EXECUTIVE DRIVE, SUITE 250	08/05/2026		N		1,184.00
07/10/2026	FARMINGTON HILLS MI, 48331	/ /	0.0000	N		0.00
		08/05/2026		Y		1,184.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-722-826.000	LEGAL FEES	1,104.00
101-302-826.000	LEGAL FEES	80.00
		1,184.00

VENDOR TOTAL: 1,184.00

SANMARINO	SAN MARINO EXCAVATING, INC.	07/09/2026	164702	FOA	WATER TOWER 20 YARD DUMPSTER	
54723		08/05/2026		N		645.00
	5550 MITCHEL WAY					
07/09/2026	HOWELL MI, 48843	/ /	0.0000	N		0.00
		08/05/2026		N		645.00

Open

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		Due Date		1099		

GL NUMBER	DESCRIPTION	AMOUNT
536-000-801.000	CONTRACTED SERVICES	645.00

VENDOR TOTAL: 645.00

SPALDING	SPALDING DEDECKER	06/19/2026	108366	FOA	MAY HIGHLAND RESERVE WORK	
54725	905 SOUTH BLVD EAST	08/05/2026		N		22,551.75
06/19/2026	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		08/05/2026		N		22,551.75

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0056	HIGHLAND RESERVES/GREEN VENTURES EXP	22,551.75

SPALDING	SPALDING DEDECKER	07/30/2026	108497	FOA	MAY MS4 COMPLIANCE	
54744	905 SOUTH BLVD EAST	08/05/2026		N		382.00
06/25/2026	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		08/05/2026		N		382.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-465-956.000	MISCELLANEOUS	382.00

SPALDING	SPALDING DEDECKER	06/29/2026	108549	FOA	PRV#3 MAY 2026 WORK	
54727	905 SOUTH BLVD EAST	08/05/2026		N		2,500.00
06/29/2026	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		08/05/2026		N		2,500.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
539-000-152.100	26/27 EAST WATER EXTENSION (BONDED)	2,500.00

SPALDING	SPALDING DEDECKER	06/29/2026	108550	FOA	EAST WATER TOWER WORK MAY 2026	
54726	905 SOUTH BLVD EAST	08/05/2026		N		46,700.00
06/29/2026	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		08/05/2026		N		46,700.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
539-000-152.100	26/27 EAST WATER EXTENSION (BONDED)	46,700.00

SPALDING	SPALDING DEDECKER	07/30/2026	108716	FOA	JUNE WM M59 NORTH SIDE CE	
54745	905 SOUTH BLVD EAST	08/05/2026		N		2,502.00
07/14/2026	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		08/05/2026		N		2,502.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
539-000-152.100	26/27 EAST WATER EXTENSION (BONDED)	2,502.00

SPALDING	SPALDING DEDECKER	07/24/2026	108844	FOA	STORMWATER MS4 PERMIT WORK	
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54724	905 SOUTH BLVD EAST	08/05/2026		N		683.00
07/24/2026	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		08/05/2026		N		683.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-465-956.000	MISCELLANEOUS	683.00

VENDOR TOTAL: 75,318.75

STAPLES	STAPLES	07/30/2026	7010498833	FOA	TWP HALL SUPPLIES	
54736		08/05/2026		N		115.29
	PO BOX 660409					
07/04/2026	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		08/05/2026		N		115.29

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-727.000	SUPPLIES & POSTAGE	20.49
101-172-727.000	SUPPLIES & POSTAGE	94.80
		115.29

STAPLES	STAPLES	07/30/2026	7010561292	FOA	TWP & PLANNING SUPPLIES	
54737		08/05/2026		N		66.59
	PO BOX 660409					
07/11/2026	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		08/05/2026		N		66.59

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-727.000	SUPPLIES & POSTAGE	46.44
101-400-727.000	SUPPLIES & POSTAGE	20.15
		66.59

STAPLES	STAPLES	07/30/2026	7010634528	FOA	TWP HALL SUPPLIES	
54738		08/05/2026		N		142.79
	PO BOX 660409					
07/18/2026	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		08/05/2026		N		142.79

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-727.000	SUPPLIES & POSTAGE	142.79

VENDOR TOTAL: 324.67

DRYDEN	SUSAN DRYDEN-HOGAN	07/30/2026	JULY2026`	FOA	REIMBURSEMENT CHICAGO GFOA EXPENSES	
54748		08/05/2026		N		193.95
	P.O. BOX 541					

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INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP
EXP CHECK RUN DATES 08/05/2026 - 08/05/2026
BOTH JOURNALIZED AND UNJOURNALIZED

Page: 9/11

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		

07/30/2026	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		08/05/2026		N		193.95

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-192-957.000	EDUCATION/TRAINING/CONVENTION	193.95

VENDOR TOTAL: 193.95

SPIRITOFLLI	THE SPIRIT OF LIVINGSTON	06/10/2026	8921	FOA	TREASURER DEPT SHIRT & LOGO	
54728	3280 W GRAND RIVER	08/05/2026		N		33.00
06/10/2026	HOWELL MI, 48855	/ /	0.0000	N		0.00
		08/05/2026		N		33.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-253-727.000	SUPPLIES & POSTAGE	33.00

SPIRITOFLLI	THE SPIRIT OF LIVINGSTON	07/14/2026	9070	FOA	SEASONAL T-SHIRTS	
54729	3280 W GRAND RIVER	08/05/2026		N		56.00
07/14/2026	HOWELL MI, 48855	/ /	0.0000	N		0.00
		08/05/2026		N		56.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-719.100	UNIFORMS/CLOTHING ALLOWANCE	56.00

VENDOR TOTAL: 89.00

USA	USA BLUE BOOK	07/30/2026	1105704	FOA	PAINT FOR FIRE HYDRANTS	
54731	P.O. BOX 9004	08/05/2026		N		70.98
07/17/2026	GURNEE IL, 60031-9004	/ /	0.0000	N		0.00
		08/05/2026		N		70.98

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	70.98

USA	USA BLUE BOOK	07/30/2026	1114444	FOA	RED SPRAY PAINT FOR HYDRANTS	
54743	P.O. BOX 9004	08/05/2026		N		295.75
07/28/2026	GURNEE IL, 60031-9004	/ /	0.0000	N		0.00
		08/05/2026		N		295.75

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	295.75

VENDOR TOTAL: 366.73

VC3, INC.	VC3, INC.	07/17/2026	255684	FOA	JULY 2026 MONTHLY SERVICES	
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INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP
EXP CHECK RUN DATES 08/05/2026 - 08/05/2026
BOTH JOURNALIZED AND UNJOURNALIZED

Page: 10/11

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		

54730		08/05/2026		N		4,852.72
	P.O. BOX 746804					
07/17/2026	ATLANTA GA, 30374-6804	/ /	0.0000	N		0.00
		08/05/2026		N		4,852.72

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-258-801.000	CONTRACTED SERVICES	4,852.72

VENDOR TOTAL: 4,852.72

WATERTECH	WATER TECH	07/30/2026	68961	FOA	JUNE SAMPLES	
54739		08/05/2026		N		1,509.00
	718 S MICHIGAN					
06/30/2026	HOWELL MI, 48843	/ /	0.0000	N		0.00
		08/05/2026		N		1,509.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	1,509.00

VENDOR TOTAL: 1,509.00

WSP	WSP USA INC	07/30/2026	40405524	FOA	SAMPLING OLD WWTP	
54732	P.O. BOX 74008618	08/05/2026		N		912.50
07/16/2026	CHICAGO IL, 60674-8618	/ /	0.0000	N		0.00
		08/05/2026		N		912.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-441-801.007	TREATMENT PLANT SAMPLING	912.50

VENDOR TOTAL: 912.50

ZIMMERMAN	ZIMMERMAN MASONRY, INC	07/30/2026	4730	FOA	REPAIR SETTLERS PARK SIGN DUE TO CAR	
54733		08/05/2026		N		3,950.00
	5895 BRIGHTON PINES CT.					
07/21/2026	HOWELL MI, 48843	/ /	0.0000	N		0.00
		08/05/2026		N		3,950.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-930.000	REPAIRS & MAINTENANCE	3,950.00

VENDOR TOTAL: 3,950.00

TOTAL - ALL VENDORS: 185,853.66

FUND TOTALS:
Fund 101 - GENERAL FUND

66,538.38

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
Fund 204 - MUNICIPAL STREET FUND						3,812.96
Fund 206 - FIRE OPERATING						1,735.43
Fund 401 - CAPITAL PROJECTS FUND						54,914.00
Fund 536 - WATER SYSTEM FUND						5,823.19
Fund 539 - WATER REPLACEMENT FUND						51,702.00
Fund 590 - SEWER OPERATIONS & MAINTENANCE FUND						1,327.70

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Dryden-Hogan, Finance Director

Subject: Approve Post Audit of Disbursements Between Board Meeting

Date: July 30, 2026

Recommended Action

Move to approve the presented disbursements under the post-audit resolution.

Discussion

The following disbursements have been made since the last board meeting:

Accounts Payable - \$51,471.96

July 15, 2026 - \$109,771.17

Financial Impact

Is a Budget Amendment Required? ☐ Yes ☒ No

All expenses are covered under the amended FY27 budgets.

Attachments

CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP
CHECK DATE FROM 07/27/2026 - 07/27/2026

Check Date	Bank	Check #	Payee	Description	GL #	Amount
07/27/2026	FOA	47237	BLACK ROCK TECHNOLOGIES	CONTRACTED SERVICES	101-258-801.000	3,500.00
07/27/2026	FOA	47238	DELTA DENTAL	ACCRUED DENTAL BENEFITS	001-000-257.101	326.86
		47238		EMPLOYMENT EXPENSE	101-172-716.000	136.53
		47238		EMPLOYMENT EXPENSE	101-192-716.000	40.45
		47238		EMPLOYMENT EXPENSE	101-209-716.000	40.45
		47238		EMPLOYMENT EXPENSE	101-215-716.000	253.42
		47238		EMPLOYMENT EXPENSE	101-253-716.000	116.89
		47238		EMPLOYMENT EXPENSE	101-400-716.000	289.41
		47238		EMPLOYMENT EXPENSE	101-441-716.000	273.06
		47238		EMPLOYMENT EXPENSE	536-000-716.000	157.34
						1,634.41
07/27/2026	FOA	47239	VOID	** VOIDED **		** VOIDED **
07/27/2026	FOA	47240	DICKINSON WRIGHT PLLC	BOND ISSUANCE COSTS	539-000-993.000	27,500.00
07/27/2026	FOA	47241	DTE ENERGY	UTILITIES - ELECTRIC	101-265-920.002	1,853.00
		47241		STREET LIGHTS	101-448-921.000	22.94
		47241		UTILITIES	101-567-920.000	18.00
		47241		UTILITIES - ELECTRIC	206-000-920.002	31.20
		47241		UTILITIES - ELECTRIC	536-000-920.002	7,213.52
						9,138.66
07/27/2026	FOA	47242	VOID	** VOIDED **		** VOIDED **
07/27/2026	FOA	47243	DTE ENERGY	UTILITIES - ELECTRIC	101-751-920.002	1,004.00
07/27/2026	FOA	47244	DTE ENERGY	STREET LIGHTS	101-448-921.000	24.44
07/27/2026	FOA	47245	HARTLAND TOWNSHIP TREASURER	UTILITIES - SEWER	101-265-920.004	130.94
		47245		UTILITIES - WATER	101-265-920.005	2,342.27
		47245		UTILITIES - WATER	101-463-920.005	1,181.96
		47245		UTILITIES - SEWER	101-751-920.004	177.27
		47245		UTILITIES - SEWER	536-000-920.004	1,202.67
						5,035.11
07/27/2026	FOA	47246	USA TODAY MEDIA CORP	PRINTING & PUBLICATIONS	101-209-900.000	168.76
		47246		PRINTING & PUBLICATIONS	101-215-900.000	338.56
		47246		PRINTING & PUBLICATIONS	101-400-900.000	132.82
						640.14
07/27/2026	FOA	47247	VC3, INC.	CONTRACTED SERVICES	101-258-801.000	2,995.20
			TOTAL - ALL FUNDS	TOTAL OF 11 CHECKS (2 voided)		51,471.96

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CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP
CHECK DATE FROM 07/27/2026 - 07/27/2026

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
--- GL TOTALS ---						
001-000-257.101				ACCRUED DENTAL BENEFITS		326.86
101-172-716.000				EMPLOYMENT EXPENSE		136.53
101-192-716.000				EMPLOYMENT EXPENSE		40.45
101-209-716.000				EMPLOYMENT EXPENSE		40.45
101-209-900.000				PRINTING & PUBLICATIONS		168.76
101-215-716.000				EMPLOYMENT EXPENSE		253.42
101-215-900.000				PRINTING & PUBLICATIONS		338.56
101-253-716.000				EMPLOYMENT EXPENSE		116.89
101-258-801.000				CONTRACTED SERVICES		6,495.20
101-265-920.002				UTILITIES - ELECTRIC		1,853.00
101-265-920.004				UTILITIES - SEWER		130.94
101-265-920.005				UTILITIES - WATER		2,342.27
101-400-716.000				EMPLOYMENT EXPENSE		289.41
101-400-900.000				PRINTING & PUBLICATIONS		132.82
101-441-716.000				EMPLOYMENT EXPENSE		273.06
101-448-921.000				STREET LIGHTS		47.38
101-463-920.005				UTILITIES - WATER		1,181.96
101-567-920.000				UTILITIES		18.00
101-751-920.002				UTILITIES - ELECTRIC		1,004.00
101-751-920.004				UTILITIES - SEWER		177.27
206-000-920.002				UTILITIES - ELECTRIC		31.20
536-000-716.000				EMPLOYMENT EXPENSE		157.34
536-000-920.002				UTILITIES - ELECTRIC		7,213.52
536-000-920.004				UTILITIES - SEWER		1,202.67
539-000-993.000				BOND ISSUANCE COSTS		27,500.00
				TOTAL		51,471.96

Check Register Report For Hartland Township
For Check Dates 07/30/2026 to 07/31/2026

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
07/31/2026	FOA	18597	MISSION SQUARE	682.93	682.93	0.00	Open
07/31/2026	FOA	18598	MISSION SQUARE	3,222.43	3,222.43	0.00	Open
07/31/2026	FOA	18599	MISSION SQUARE	4,394.25	4,394.25	0.00	Open
07/31/2026	FOA	18600	MISSION SQUARE	300.00	300.00	0.00	Open
07/31/2026	FOA	18601	STATE OF MICHIGAN	5,653.96	5,653.96	0.00	Open
07/31/2026	FOA	DD10841	CASE, SUSAN E	163.55	0.00	140.17	Cleared
07/31/2026	FOA	EFT799	HSA EMPLOYER CONTRIBUTIONS	166.67	166.67	0.00	Cleared
07/31/2026	FOA	EFT800	FEDERAL TAX DEPOSIT	171.90	171.90	0.00	Cleared
07/30/2026	FOA	DD10802	ALLEN, DANIEL K	1,466.18	0.00	1,279.26	Cleared
07/30/2026	FOA	DD10803	BERNARDI, MELYNDA A	1,778.95	0.00	1,406.51	Cleared
07/30/2026	FOA	DD10804	BROOKS, TYLER J	3,519.04	0.00	2,457.65	Cleared
07/30/2026	FOA	DD10805	CARRIGAN, AMANDA K	3,956.78	0.00	2,941.11	Cleared
07/30/2026	FOA	DD10806	CASE, SUSAN E	2,011.67	0.00	1,401.30	Cleared
07/30/2026	FOA	DD10807	CIOFU, LARRY N	3,702.08	0.00	2,500.50	Cleared
07/30/2026	FOA	DD10808	COSGROVE, HEATHER H	2,642.75	0.00	1,890.22	Cleared
07/30/2026	FOA	DD10809	DRYDEN-HOGAN, SUSAN A	4,366.27	0.00	2,972.05	Cleared
07/30/2026	FOA	DD10810	ECKMAN, MATTHEW A	90.00	0.00	79.28	Cleared
07/30/2026	FOA	DD10811	FOUNTAIN, WILLIAM J	3,445.83	0.00	2,901.18	Cleared
07/30/2026	FOA	DD10812	FOX, LAWRENCE E	496.50	0.00	437.41	Cleared
07/30/2026	FOA	DD10813	GRISSIM, SUSAN L	90.00	0.00	83.11	Cleared
07/30/2026	FOA	DD10814	HAASETH, GWYN M	2,400.00	0.00	1,874.99	Cleared
07/30/2026	FOA	DD10815	HABLE, SCOTT R	3,903.53	0.00	2,668.72	Cleared
07/30/2026	FOA	DD10816	HORNING, KATHLEEN A	3,695.83	0.00	2,592.70	Cleared
07/30/2026	FOA	DD10817	HUBBARD, TONYA S	2,425.64	0.00	1,604.19	Cleared
07/30/2026	FOA	DD10818	ISHMAEL, NINA M	1,833.75	0.00	1,494.72	Cleared
07/30/2026	FOA	DD10819	JOHNSON, LISA	300.00	0.00	257.63	Cleared
07/30/2026	FOA	DD10820	KENDALL, ANTHONY S	54.57	0.00	50.40	Cleared
07/30/2026	FOA	DD10821	KLUCK, LOGAN M	930.00	0.00	793.41	Cleared
07/30/2026	FOA	DD10822	LANGER, TROY D	4,545.88	0.00	3,222.22	Cleared
07/30/2026	FOA	DD10823	LEGAULT, DENISE S	835.00	0.00	636.09	Cleared
07/30/2026	FOA	DD10824	LIPKE, BRADY W	1,344.00	0.00	1,113.61	Cleared
07/30/2026	FOA	DD10825	LUBESKI, BRETT J	704.17	0.00	625.31	Cleared
07/30/2026	FOA	DD10826	LUCE, MICHAEL T	5,918.21	0.00	4,316.49	Cleared
07/30/2026	FOA	DD10827	MAYER, JAMES L	195.00	0.00	171.80	Cleared

Check Register Report For Hartland Township
For Check Dates 07/30/2026 to 07/31/2026

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
07/30/2026	FOA	DD10828	MCMULLEN, SUMMER L	794.17	0.00	675.73	Cleared
07/30/2026	FOA	DD10829	MITCHELL, MICHAEL E	195.00	0.00	180.09	Cleared
07/30/2026	FOA	DD10830	MORGANROTH, CAROL L	2,470.55	0.00	1,776.74	Cleared
07/30/2026	FOA	DD10831	MURPHY, THOMAS A	90.00	0.00	79.28	Cleared
07/30/2026	FOA	DD10832	NIXON, MITCHELL A	3,449.27	0.00	2,413.97	Cleared
07/30/2026	FOA	DD10833	O'CONNELL, DENISE	704.17	0.00	501.36	Cleared
07/30/2026	FOA	DD10834	PETRUCCI, JOSEPH M	704.17	0.00	596.45	Cleared
07/30/2026	FOA	DD10835	RADLEY, JAMES W	2,589.45	0.00	1,914.90	Cleared
07/30/2026	FOA	DD10836	SHOLLACK, DONNA M	458.25	0.00	403.71	Cleared
07/30/2026	FOA	DD10837	SOSNOWSKI, SHERI R	2,815.41	0.00	2,139.98	Cleared
07/30/2026	FOA	DD10838	VETTRAINO, ALEXANDER D	1,440.00	0.00	1,186.67	Cleared
07/30/2026	FOA	DD10839	WHITE, CARLY A	1,202.50	0.00	1,059.39	Cleared
07/30/2026	FOA	DD10840	WYATT, MARTHA K	3,973.41	0.00	2,694.25	Cleared
07/30/2026	FOA	EFT798	FEDERAL TAX DEPOSIT	17,477.50	17,477.50	0.00	Cleared
Totals:			Number of Checks: 048	109,771.17	32,069.64	57,534.55	
Total Physical Checks:			5				
Total Check Stubs:			43				

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Larry Ciofu, Clerk

Subject: 07-21-26 Hartland Township Board Regular Meeting Minutes

Date: July 30, 2026

Recommended Action

Move to approve the Hartland Township Board Regular Meeting Minutes for July 21, 2026 as presented.

Discussion

Draft minutes are attached for review.

Financial Impact

None

Attachments

7-21-26 HTB Minutes - DRAFT

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

July 21, 2026 – 7:00 PM

DRAFT

1. Call to Order

The meeting was called to order by Supervisor Fountain at 7:00 p.m.

2. Pledge of Allegiance

3. Roll Call

PRESENT: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Lubeski, Trustee McMullen, Trustee O'Connell,

ABSENT: Trustee Petrucci

Also present was Public Works Director Scott Hable.

4. Approval of the Agenda

Treasurer Horning requested we move Item 7.a HDFFA Update to 7.b.

Move to approve the agenda for the July 21, 2026 Hartland Township Board meeting as amended.

Motion made by Treasurer Horning, Seconded by Trustee O'Connell.

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Lubeski, Trustee McMullen, Trustee O'Connell

Voting Nay: None

Absent: Trustee Petrucci

5. Call to the Public

No one came forward.

6. Approval of the Consent Agenda

Move to approve the consent agenda for the July 21, 2026 Hartland Township Board meeting as presented.

Motion made by Trustee O'Connell, Seconded by Trustee McMullen.

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Lubeski, Trustee McMullen, Trustee O'Connell

Voting Nay: None

Absent: Trustee Petrucci

- a. Approve Payment of Bills
- b. Approve Post Audit of Disbursement Between Board Meetings
- c. 07-07-26 Hartland Township Board Regular Meeting Minutes
- d. Adding Additional Zoning Enforcement Hours for FY27

7. Pending & New Business

- a. 2026 Township Hall Flat Roof Rehabilitation

Public Works Director Scott Hable gave a brief overview of the issues we have been having with the flat roof area of the Township Hall stating we have had leaks in the areas where our rooftop

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

July 21, 2026 – 7:00 PM

units are located. He stated we had a roofing company do a thorough inspection of the roof and they determined a full replacement of the roof was not needed at this time and that they would be able to rehabilitate areas of the roof. He stated we have a quote for cleaning, removing weathered caulking, and replacing flashing, which would make the roof last a lot longer. Director Hable stated we budgeted for roof repairs in this fiscal year. Trustee McMullen inquired as to the time frame for the repairs and Director Hable stated if approved it would be done before the fall rainy season.

Move to approve the quote from Roofing PD to perform cleaning and rehabilitation of the Township Hall flat roof for an amount not to exceed \$15,165.84.

Motion made by Trustee O'Connell, Seconded by Clerk Ciofu.

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Lubeski, Trustee McMullen, Trustee O'Connell

Voting Nay: None

Absent: Trustee Petrucci

b. HDFA Update

Hartland Deerfield Fire Authority (HDFA) Fire Chief Adam Carroll came forward to provide an update of the HDFA services and activities. He gave brief reports on the training for water rescue, for both trauma and medical issues, and the work being done to promote the fire millage. He stated they have been working on public safety projects being done at the Livingston County level including a new computer-aided dispatch system which is heavily influenced by the Sheriff's Department and EMS. He stated regarding the Fire Department, they are more concerned with records management in which the HDFA has their own system. He stated the biggest benefit from this would be mobile data, which gives them extraordinary mapping, good call information and notes, and routing and rerouting options. The second project they are working on with Livingston County is the expansion from the single 800-megahertz tower to a five-tower system stating the project is now under way and they should be breaking ground in a few weeks but it will probably be another 12-18 months before it will be operational. He stated the tower that will primarily service Hartland Township will be located around Faussett Rd. and Old US-23. Chief Carroll stated a related project is the paging concept as paging has been on a VHF frequency since the early seventies. He stated it works well, but it needs a lot of work and the County will not put funds into this as they will be going to 800-megahertz in the future. He stated this is more complicated than this simple explanation and they are working with the County on issues, including the weather sirens. He stated we are receiving better EMS coverage in Hartland based on the fact that EMS has built three more bases in rural areas, which increased staffing and moved the 900 cars, which are full paramedical vehicles that sit at various locations for 12-hour shifts, to 16-hour shifts that are now located in EMS bases. He did state there are issues with available ambulances in that hospitals are using emergency ambulances as transport vehicles to move patients between hospitals. Fire Chief Carroll stated they are making repairs to one of the fire engine vehicles which should be completed next week to bring them back to the full four vehicles. He then led a brief discussion on the fire millage and the work that staff had been doing to promote the proposal at various locations and the issues with the vote no signs and negative social media comments.

8. Board Reports

Treasurer Horning – Stated that for those that do not have the Hartland Living app, beginning on July 23rd there will be a single lane closure on northbound US-23 as they begin to put the new beam on the Crouse Rd. bridge and there will be overnight closures on Thursday July 24 at 11:00 p.m. thru Friday July 25 at 5:00 a.m. and northbound US-23 and Crouse Rd. will be fully closed while they install the bridge beam.

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

July 21, 2026 – 7:00 PM

Trustee O'Connell – No Report but commended the Communications Director Melynda Bernardi on the latest Township newsletter.

Trustee Lubeski – Stated the Big Boy restaurant has been demolished, and Chick-Fil-A is making good progress on their new site and it looks good from the outside at this time.

Trustee McMullen – Stated she attended the Hartland Deerfield Fire Authority (HDFA) work session on the potential new fire station, and the meeting went well and she thought the next meeting will entail field trips to other fire stations.

Clerk Ciofu – Gave a brief update on the August Election stating we have issued over 3700 Absent Voter Ballots and have already received over 1100 returned ballots, so we still have a large number of ballots yet to be returned. He also stated that we are in the 14-day period before the Election in which if you are registering to vote in the August Election you must register at the Hartland Township Hall with proof of residency. If you register online with the State of Michigan, you will still need to come into the Township Hall to provide proof of residency to vote in the August Election. He stated Early voting starts on Saturday July 25th through Sunday, August 2nd at the Township Hall from 8:00 a.m. to 4:00 p.m. each day.

Supervisor Fountain – Stated he is a member of the Hartland Area Project, and in 1931 J. Robert Crouse established two Foundations, one for the schools and one for the Hartland Area Project to help with growth in Hartland Township. He stated that recently the Hartland Area Project allowed the Crouse Library to take over and run the Hartland Music Hall and they have done a respectable job raising over \$17,000 this year for organ refurbishing, and other projects. He stated the roof of the Music Hall needs major repairs and would be a large project for the Hartland Area Foundation Project to take on. He stated several entities have taken a look at their budgets to see if they would be able help fund the repairs. He stated he would like to add this as a discussion item for the Board at the next Board meeting.

[BRIEF RECESS]

9. Information / Discussion

a. Manager's Report

There was no Manager's Report for this meeting.

10. Adjournment

Supervisor Fountain stated our next Board meeting will be on Wednesday, August 5, 2026, due to the Election on Tuesday, August 4, 2026.

Move to adjourn the meeting at 7:35 p.m.

Motion made by Clerk Ciofu, Seconded by Treasurer Horning.

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Lubeski, Trustee McMullen, Trustee O'Connell

Voting Nay: None

Absent: Trustee Petrucci

Submitted by:

Larry N. Ciofu - Clerk

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Scott Hable, Public Works Director

Subject: Public Works Coordinator Job Description Change

Date: July 21, 2026

Recommended Action

Move to approve the updated job description and title change for the position, Public Works Coordinator as presented.

Discussion

Due to the retirement of the finance clerk, and the subsequent shifting of utility billing to the public work's department, the Public Works Director and Township Manager are recommending a revision and hourly wage increase of \$1.67 per hour, retroactive to July 15th, to the Public Works Specialist (which will now be titled Public Works Coordinator) job description.

Currently, the Public Works Specialist is involved in many aspects of administrative duties pertaining to Public Works. A very brief example of current duties includes coordinating meetings, preparing agendas, and distributing follow-up action items as requested by the Public Works Director. Assisting with scheduling, coordinating, and supporting Township-sponsored public works projects, programs, and community activities. Preparing reports, correspondence, spreadsheets, presentations, and other professional documents. Maintaining confidentiality of sensitive information and departmental records. Prioritizing multiple assignments while adapting to changing priorities and deadlines.

Now, with the addition of taking over Utility Billing for Hartland Township residents, this position will also involve administering the Township's entire utility billing program, including preparing and processing utility bills, maintaining customer accounts, processing payments, coordinating meter readings, resolving billing discrepancies, and assisting residents with billing inquiries. Maintaining accurate utility records and ensuring compliance with Township policies, ordinances, and applicable regulations are required. Coordinating with finance staff regarding utility billing reconciliations, delinquent accounts, adjustments, and reporting amongst other duties.

With the absorption of Utility Billing into the Public Works Department, this will not only free up the finance department for more financially focused duties, but we feel it will be a great fit as the public works department already deals with all things related to our water and sewer customers.

Financial Impact

Is a Budget Amendment Required? ☒ Yes ☐ No

The Finance Director will determine the necessary budget amendment.

Attachments

Public Works Coordinator Job Description

Public Works Coordinator

Title: Public Works Coordinator

Employment: Regular, Full-Time

FLSA Status: Non-Exempt

Effective: Updated July 2026

Reports To: Public Works Director

Pay Grade: 5

Position Summary

The Public Works Coordinator provides comprehensive administrative, financial, and customer service support to the Public Works Department. This position is responsible for assisting the Public Works Director with departmental operations, budget administration, record management, utility billing administration, and communication with residents, contractors, and other stakeholders. The Public Works Coordinator ensures the efficient delivery of departmental services while maintaining accurate records, supporting financial processes, and providing exceptional customer service.

Essential Responsibilities

- Provides administrative support to the Public Works Director and assists with the daily operations of the department.
- Administers the Township's utility billing program, including preparing and processing utility bills, maintaining customer accounts, processing payments, coordinating meter readings, resolving billing discrepancies, and assisting residents with billing inquiries.
- Maintains accurate utility account records and ensures compliance with Township policies, ordinances, and applicable regulations.
- Coordinates with finance staff regarding utility billing reconciliations, delinquent accounts, adjustments, and reporting.
- Assists with preparation, administration, and monitoring of departmental budgets and expenditures.
- Tracks departmental spending, prepares financial reports, reconciles accounts, analyzes budget variances, and recommends corrective actions when appropriate.
- Assists in developing annual budget projections and financial forecasts.
- Maintains departmental records, files, permits, contracts, and correspondence in both electronic and paper formats in accordance with record retention requirements.
- Serves as a primary point of contact for residents, contractors, and property owners by responding to questions, concerns, and service requests or directing inquiries to appropriate personnel.

- Coordinates meetings, prepares agendas, records meeting minutes, and distributes follow-up action items as requested by the Public Works Director.
 - Assists with scheduling, coordinating, and supporting Township-sponsored public works projects, programs, and community activities.
 - Prepares reports, correspondence, spreadsheets, presentations, and other professional documents.
 - Maintains confidentiality of sensitive information and departmental records.
 - Prioritizes multiple assignments while adapting to changing priorities and deadlines.
 - Assists with purchasing, inventory, and vendor communications as assigned.
 - Performs other related duties and special projects as assigned by the Public Works Director or Township management.
-

Knowledge, Skills, and Abilities

- Knowledge of general office administration, clerical procedures, and business practices.
 - Knowledge of accounting principles, budget administration, and financial recordkeeping.
 - Knowledge of utility billing systems, municipal billing practices, or the ability to quickly learn applicable software and procedures.
 - Proficiency with Microsoft Office Suite (Word, Excel, Outlook) and other job-related software applications.
 - Ability to operate standard office equipment.
 - Strong organizational skills with exceptional attention to detail and accuracy.
 - Ability to prioritize multiple tasks and meet deadlines in a fast-paced environment.
 - Excellent written and verbal communication skills.
 - Ability to prepare, edit, and distribute professional correspondence, reports, and public communications.
 - Strong customer service skills with the ability to interact professionally and courteously with residents, contractors, elected officials, and coworkers.
 - Ability to establish and maintain effective working relationships.
 - Ability to exercise sound judgment, maintain confidentiality, and solve problems independently.
-

Minimum Qualifications

- High school diploma or equivalent required.
- Associate degree in Business Administration, Public Administration, Accounting, or a related field preferred.
- Three (3) years of progressively responsible administrative experience, preferably in municipal government, public works, utility billing, finance, or a related field.
- Experience with municipal utility billing software, accounting systems, or financial management software preferred.

- Valid Michigan driver's license with a satisfactory driving record.
-

Working Conditions

- Primarily performed in an office environment with frequent interaction with the public.
 - Requires prolonged periods of sitting, computer use, and occasional lifting of files or office materials up to 25 pounds.
 - May occasionally attend meetings or visit Township facilities and project sites.
-

The duties listed above are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This job description does not constitute an employment agreement and may be revised by the Township as operational needs require.

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Dryden-Hogan, Finance Director

Subject: Short-term Financial and Accounting Consultant

Date: July 30, 2026

Recommended Action

Move to approve Maner Costerisan for temporary financial and accounting consulting services in an amount not to exceed \$50,000 and to approve the corresponding budget amendment.

Discussion

With the departure of the former Finance Clerk, the Finance Department has an immediate temporary need for additional financial and accounting assistance. In the short term, the Finance Director has had to redirect significant time to essential day-to-day functions, including payroll and accounts payable, to ensure employees and vendors continue to be paid accurately and on time. While these core responsibilities must remain uninterrupted, the Finance Director must also continue providing critical budget monitoring, financial oversight, reporting, and support for Township operations.

To address this temporary workload need, the Township sought assistance from qualified municipal accounting consultants. Four consulting firms were identified through a qualification-based selection process and interviewed. Each firm is highly regarded in the municipal accounting sector and provided excellent references. The Finance Director met with the potential teams that would be assigned to the Township and evaluated the firms based on municipal accounting experience, available staffing, familiarity with governmental finance requirements, and ability to provide practical short-term support. Based on that review, Maner Costerisan was determined to be best suited to meet the Township's current needs and provide temporary financial and accounting assistance while maintaining continuity of critical finance functions.

The Township estimates that up to 250 hours of consulting assistance may be needed over the next four months while the Finance Director reviews resumes and conducts interviews to fill the vacant position. These hours would also allow the consultant to assist with onboarding and training the new staff person, helping maintain continuity in daily financial operations and keeping the Township's budget cycle on schedule.

Financial Impact

Is a Budget Amendment Required? ☒ Yes ☐ No

A budget amendment is required to fund the temporary financial and accounting consulting services in an amount not to exceed \$50,000, as follows:

Increase 101-192-801.000 Consulting Services: \$50,000

Decrease 101-192-704.000 Finance Clerk: (\$25,000)

Decrease 101-172-704.000 Project Specialist: (\$20,000)

Decrease 101-172-890.000 Contingency: (\$5,000)

Attachments

Maner Costerisan Engagement Letter

June 29, 2026

Hartland Township
Hartland, Michigan

Maner Costerisan is pleased that Hartland Township (the Township) has expressed interest in our firm and our municipal government expertise. We are submitting the following engagement letter for consideration and selection of services that we may be able to assist the Township with.

We are prepared to provide a full range of accounting and consulting services to Hartland Township as requested. The purpose of this engagement letter is to identify the scope of available accounting and consulting services that we can provide as requested and confirm the terms of our engagement.

Scope of Services

The scope of accounting and consulting services that can be provided to the Township, as you request them, are outlined below. While this listing includes the full range of services available from Maner Costerisan, the specific services anticipated to be provided at the current time as the Township requests them, are separated below from those other services that are available upon further request after the services commence.

We understand that our duties will potentially help ensure the completion of the following items as requested:

- Perform a preliminary general “field review” of the Township’s procedures by obtaining a general understanding of the Township’s programs and financial procedures and then a detailed understanding of the same by reviewing documentation and discussions with management, on-site as needed.
- Analyze current systems in place related to significant accounting functions and be a resource for the Township related to the accounting functions of the Township for payroll, needed journal entries and assist with AP if needed. We will not authorize payments from Township accounts or be authorized signers on accounts. If needed, we will prepare deposits to be taken to the bank but not physically take deposits to the bank. Ultimate approval must come from Township personnel for disbursements.
- Assist with the training, development, and mentoring of staff on essential functions necessary for day-to-day operations while implementing and maintaining critical internal controls. This would include specific training on and optimization of the Township’s BS&A accounting software package.
- Review of organizational structure, provide oversight to Township staff, and provide recommendations on opportunities for efficiency and optimal staffing levels, as needed.
- Develop timelines and tasks lists on duties to be conducted and when they need to be completed.
- Assist with guidance and a game plan for audit preparation for the Township, assist with preparing State and Council reports, budgeting, receipting, and other maintenance of the Township’s general ledger, etc. as needed.

- Assist with guidance in areas such as budgeting, capital assets, reconciliation of material general ledger accounts, month end closing procedures, and other accounting related functions, upon request.
- Meet with Township management to discuss any accounting issues, findings that arise, and recommend corrective actions, as needed.
- Provide other consulting services upon request, as allowed.

Additional management advisory services may be requested throughout this engagement, as necessary:

- General accounting advisory assistance, as requested.
- Internal control policies and procedures review and updating, as needed.
- Other contracted accounting outsourced solutions.

Township Responsibilities

The Township is, and will continue to be, solely responsible for establishing and maintaining an effective accounting and internal control system, including, without limitation, systems designed to assure compliance with policies, procedures, and applicable laws and regulations.

The Township will be responsible for establishing the scope of the accounting and consulting services and the resources allocated to the work; such responsibility includes determining the nature, scope, and extent of the accounting and consulting services to be performed by Maner Costerisan, providing overall direction and oversight for each service, reviewing, approving, and accepting the results of the work.

If our engagement involves assistance with the preparation of draft annual financial statements for use by an external auditor, our work will be considered a prelude to the audit performed on the Township's behalf and not the submission of compiled financial statements as defined by the standards for accounting and review services of the AICPA. The draft financial statements we provide to the external auditor, on the Township's behalf, will be prepared in accordance with accounting principles generally accepted in the United States, will be limited to management's representations, and will include no opinion, report, or any form of assurance on the statements from us. Because we can provide no form of assurance on such statements, any engagement to prepare these draft financial statements for auditor use cannot be relied upon to disclose errors, fraud, or illegal acts. The Township will be responsible for the fair presentation of such statements, and it will make such representations to the external auditors. The Township also represents to us that it is responsible for the basis of accounting and assumptions used in the preparation of the draft financial statements. The Township also agrees not to use the draft financial statements, prepared as a prelude to the audit, in any manner other than for use by the external auditor, and will not distribute or allow use of such draft statements to or by third-parties.

The Township retains responsibility for performing management functions and making management decisions, including but not limited to, the adequacy of the Township's policies and procedures. Accordingly, we may submit to the Township journal entries, listings of transactions or other entries or changes or a summary of these for the Township's approval. The appropriate individuals at the Township should review these items and contact us regarding any questions or changes that the Township wishes to be made. The Township is responsible and accountable for overseeing the services rendered under this engagement.

As indicated above, the Township is responsible for supplying us with all necessary information and for allowing us access to personnel to assist in performing our services. A list of information and assistance that the Township will need to provide may be supplied by us. The Township's failure to provide this information in a timely manner may impair our ability to provide service and may result in increased fees.

The Township agrees that any final reports issued by Maner Costerisan in the conduct of our services engagement are intended solely for the information and use of Township staff, management, and the governing body. Any such reports may include wording that describes the limitations on their distribution.

Maner Costerisan Responsibilities

Maner Costerisan is responsible for providing the services requested from those anticipated or available, as defined in the Scope of Services section of this letter. Such services will be performed in accordance with the applicable accounting and consulting professional standards of the American Institute of CPAs (AICPA).

Maner Costerisan will be responsible for reporting or otherwise communicating to the Township Management and/or the Township Board any findings or recommendations, it determines necessary, resulting from the accounting and consulting services provided.

Additional Terms and Responsibilities

Our engagement cannot be relied upon to disclose errors, fraud, or illegal acts. However, we will inform the appropriate level of management of any material errors and of any evidence or information that comes to our attention during the performance of our procedures, indicating that fraud may have occurred. In addition, we will inform the Township of any evidence or information that comes to our attention during the performance of our procedures regarding illegal acts that potentially may have occurred.

The Township is responsible for the safeguarding of assets, for the proper recording of transactions in the general ledger, for the substantial accuracy of the financial records, and the full and accurate disclosure to us of all relevant facts affecting the engagement. The Township also has the final responsibility for any filings we do on the Township's behalf and, therefore, the appropriate officials should review them carefully before an authorized officer signs and submits.

If, during our work, we discover information that materially affects prior information, we will make the Township aware of the facts. However, we cannot be responsible for identifying all items that may affect prior information. If the Township becomes aware of such information during the project, please contact us to discuss the best resolution of the issue. We will be happy to assist in adjusting information and/or filings as part of this engagement, if appropriate.

We value each one of our clients as well as each and every one of our employees. We have spent a great deal of time and resources to locate, train, and retain our employees. We respectfully request that the Township not solicit our employees to work for the Township. If the Township does hire one of our employees within 2 years of when they last worked for Maner Costerisan, we will be due a finder's fee equal to 100% of the annual salary of said individual. Payment will be due within 10 days of receipt of our invoice.

We will utilize Suralink, a collaborative, virtual workspace in a protected, online environment. Suralink permits real-time collaboration across geographic boundaries and time zones and allows Maner Costerisan and you to share data, engagement information, knowledge, and deliverables in a protected environment. In order to use Suralink, you may be required by the provider of Suralink to execute a client portal agreement and agree to be bound by the terms, conditions, and limitations of such agreement. You agree that we have no responsibility for the activities of Suralink and agree to indemnify and hold us harmless with respect to any and all claims arising from your misuse of Suralink.

Maner Costerisan is not a host for any of your information. You are responsible for maintaining your own copy of this information. We do not provide back-up services for any of your data or records, including information we provide to you. Portals are utilized solely as a method of transferring data and are not intended for the storage of your information. Information on a portal may be deleted by Maner Costerisan.

If you decide to transmit your confidential information to us in a manner other than a secure portal, you accept responsibility for any and all unauthorized access to your confidential information. If you request that we transmit confidential information to you in a manner other than a secure portal, you agree that we are not responsible for any liability, including but not limited to, (a) any loss or damage of any nature, whether direct or indirect, that may arise as a result of our sending confidential information in a manner other than a secure portal, and (b) any damages arising as a result of any virus being passed on or with, or arising from any alteration of, any email message.

We may use a third-party service provider to assist us where necessary to help provide professional services to you or support the needs of our firm. This may include provision of your confidential information to the third-party service provider. We require our third-party service providers to have established procedures and controls designed to protect client confidentiality and maintain data security. As the paid provider of professional services, our firm remains responsible for exercising reasonable care in providing such services, and our work product will be subjected to our firm's customary quality control procedures.

By accepting the terms and conditions of our engagement, you consent to the disclosure of your confidential information to third-party service providers, if such disclosure is necessary to deliver professional services to you or provide support services to our firm. In certain circumstances, we may require separate written consent from you before your information is transmitted to a third party.

In connection with this engagement, we may communicate with the Township or others via e-mail transmission. As e-mails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that e-mails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure or communication or e-mail transmissions, or for the unauthorized use or failed delivery of e-mails transmitted by us in connection with the performance of this engagement. In that regard, the Township agrees that we shall have no liability for any loss or damage to any person or entity resulting from the use of e-mail transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of sales or anticipated profits, or disclosure or communication of confidential or proprietary information.

Because it is inherently difficult to recall or preserve information as the period after an engagement increases, the Township agrees that, notwithstanding the statute of limitations of the State of Michigan, any claim based on this engagement must be commenced within 12 months after performance of our service, unless the Township has previously provided us with a written notice of a specific defect in our services that forms the basis of the claim.

The Township agrees that our maximum liability for any negligent errors or omissions committed by us in the performance of the engagement will be limited to the amount of our fees for this engagement, except to the extent determined to result from our gross negligence or willful misconduct.

If any dispute arises among the parties hereto, the parties agree first to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its Commercial Mediation Rules. If the parties are unable to resolve the dispute through mediation within 60 days from the date notice is first given from one party to the other as to the existence of a dispute and the demand to mediate, then they may proceed to resolve the matter by arbitration if this agreement provides that the particular dispute is subject to arbitration, or by whatever other lawful means are available to them if this agreement does not provide for arbitration of the particular dispute. Costs of any mediation proceeding shall be shared equally by all parties.

Hartland Township and Maner Costerisan both agree that any dispute over fees charged by Maner Costerisan to the client will be submitted for resolution by arbitration in accordance with the rules of the American Arbitration Association. Such arbitration shall be binding and final. The arbitration shall take place at Lansing, Michigan. Any hearing shall be before one arbitrator in accordance with Rule 17 of the Commercial Arbitration Rules of the American Arbitration Association (the Rules). Any award rendered by the Arbitrator pursuant to this Agreement may be filed and entered and shall be enforceable in the appropriate court of the County in which arbitration proceeds. In agreeing to arbitration, we both acknowledge that, in the event of a dispute over fees, each of us is giving up the right to have the dispute decided in a court of law before a judge or jury and instead we are accepting the use of arbitration for resolution. The prevailing party shall be entitled to an award of reasonable attorney fees and costs incurred in connection with the arbitration of the dispute in an amount to be determined by the arbitrator.

We do not accept original records and documents. Electronic versions of original records and documents should be provided to us through the secure portal noted above. These copies of your records and documents are solely for our documentation purposes and are not a substitute for your own records and do not mitigate your record retention obligations under any applicable laws or regulations. You are responsible for maintaining complete and accurate books and records, which may include financial statements, schedules, and other deliverables provided to you by us. If we provide deliverables or other records to you via an information portal, you must download this information within 60 days (unless otherwise stated). Professional standards preclude us from being the sole repository of your original data, records, or information.

Workpapers and other documents created by us are our property and will remain in our control. Copies are not to be distributed without your written request and our prior written consent. Our workpapers will be maintained by us in accordance with our firm's record retention policy and any applicable legal and regulatory requirements.

Our firm destroys workpaper files after a period of 8 years. Catastrophic events or physical deterioration may result in damage to or destruction of our firm's records, causing the records to be unavailable before the expiration of the retention period, as stated in our record retention policy.

State, federal, and foreign regulators may request access to or copies of certain workpapers pursuant to applicable legal or regulatory requirements. Requests also may arise with respect to peer review, an ethics investigation, or the sale of our accounting practice. If requested, access to such workpapers will be provided under the supervision of firm personnel. Regulators may request copies of selected workpapers to distribute the copies or information contained therein to others, including other governmental agencies.

If we receive a request for copies of selected workpapers, provided that we are not prohibited from doing so by applicable laws or regulations, we agree to inform you of such request as soon as practicable. You may, within the time permitted for our firm to respond to any request, initiate such legal action as you deem appropriate, at your sole expense, to attempt to limit the disclosure of information. If you take no action within the time permitted for us to respond, or if your action does not result in a judicial order protecting us from supplying requested information, we may construe your inaction or failure as consent to comply with the request.

If we are not a party to the proceeding in which the information is sought, you agree to reimburse us for our professional time and expenses, as well as the fees and expenses of our legal counsel, incurred in responding to such requests.

All information you provide to us in connection with this engagement will be maintained by us on a strictly confidential basis.

If we receive a summons or subpoena which our legal counsel determines requires us to produce documents from this engagement or testify about this engagement, provided that we are not prohibited from doing so by applicable laws or regulations, we agree to inform you of such summons or subpoena as soon as practicable. You may, within the time permitted for our firm to respond to any request, initiate such legal action as you deem appropriate, at your sole expense, to attempt to limit discovery. If you take no action within the time permitted for us to respond, or if your action does not result in a judicial order protecting us from supplying requested information, we may construe your inaction or failure as consent to comply with the request.

If we are not a party to the proceeding in which the information is sought, you agree to reimburse us for our professional time and expenses, as well as the fees and expenses of our legal counsel, incurred in responding to such requests.

In providing services to you, we may require information that is considered confidential and may include Personally Identifiable Information (PII), i.e., information that can be used to distinguish or trace an individual's identity such as address, bank account, and social security information. We treat all client information, including PII, as confidential and have a duty to do so based on the standards promulgated by the American Institute of Certified Public Accountants as well as applicable laws and regulations. You agree to only provide us with information, including PII, that is necessary for us to provide services to you in accordance with the Agreement.

In the course of providing services to you, you may request referrals to products or professionals such as attorneys, brokers, or investment advisors. We may identify professional(s) or product(s) for your consideration. However, you are responsible for evaluating, selecting, and retaining any professional or product and determining if the professional or product meets your needs. You agree that we will not oversee the activities of and have no responsibility for the work product of any professional or the suitability of any product we refer to you or that you separately retain. Further, we are not responsible for any services we perform that fail to meet the intended outcomes as a result of relying on the services of other professionals or products you may retain.

We may discuss with you our views regarding the treatment of certain items or decisions you may encounter. We may also provide you with information in an email. Any advice or information delivered orally or in an email (rather than through a memorandum delivered as an email attachment) will be based upon limited research and a limited discussion and analysis of the underlying facts. Additional research or a more complete review of the facts may affect our analysis and conclusions.

Due to these limitations and the related risks, it may or may not be appropriate to proceed with a decision solely on the basis of any oral or email communication from us. You accept all responsibility, except to the extent caused by our gross negligence or willful misconduct, for any liability, including but not limited to additional tax, penalties or interest resulting from your decision (i) not to have us perform the research and analysis necessary to reach a more definitive conclusion and (ii) to instead rely on an oral or email communication. The limitation in this paragraph will not apply to an item of written advice that is a deliverable of a separate engagement. If you wish to engage us to provide formal advice on a matter on which we have communicated orally or by email, we will confirm this service in a separate agreement.

Our services under this Agreement do not constitute investment advice. Our services under this Agreement do not constitute legal advice.

In the interest of facilitating our services to you, we may send data over the Internet, temporarily store electronic data via computer software applications hosted remotely on the Internet, or utilize cloud-based storage. Your confidential electronic data may be transmitted or stored using these methods. In using these data communication and storage methods, our firm employs measures designed to maintain data security. We use reasonable efforts to keep such communications and electronic data secure in accordance with our obligations under applicable laws, regulations, and professional standards.

You recognize and accept that we have no control over the unauthorized interception or breach of any communications or electronic data once it has been transmitted or if it has been subject to unauthorized access while stored, notwithstanding all reasonable security measures employed by us. You consent to our use of these electronic devices and applications during this engagement.

Maner Costerisan shall, during the term of the engagement and for 3 years after termination of same by either you or us, maintain in full force and effect, accountants' professional liability and cyber liability insurance coverage from an insurer or insurers licensed to conduct business in the state of Michigan. Premiums for said insurance policy shall be paid by Maner Costerisan.

Upon your written request, Maner Costerisan shall furnish certificates of insurance for the required insurance coverage. Such certificate of insurance shall indicate the minimum limits of liability per claim and in the aggregate, as required by you.

If any portion of this Agreement is deemed invalid or unenforceable, said finding shall not operate to invalidate the remainder of the terms set forth in this Agreement.

Each party hereto agrees that any electronic signature is intended to authenticate a written signature, shall be valid, and shall have the same force and effect as a manual signature. For purposes hereof, "electronic signature" includes, but is not limited to, a scanned copy of a manual signature, an electronic copy of a manual signature affixed to a document, a signature incorporated into a document utilizing touchscreen capabilities, or a digital signature. Documents may be executed in one or more counterparts, each of which shall be considered an original instrument, but all of which shall be considered one and the same agreement.

We will continue to perform our services under the arrangements discussed above from year to year unless for some reason you or we find that some change is necessary. However, the performance of each year is a separate and severable engagement. Each separate engagement shall be deemed complete and Maner Costerisan will not have a continuing responsibility to perform additional services with respect to that completed engagement for any given year.

Fees and Costs

Fees and out-of-pocket expenses for this engagement will be billed as the work progresses and payable upon receipt of our invoices. Out-of-pocket expenses include such costs incurred by our firm in providing the services including travel time/costs, telecommunications, printing, document reproduction, and the like. Our fees for these services will be billed at the discounted hourly rates, for the individual performing such services based on the actual number of hours of work, including travel time, performed by that individual.

	<u>2026 Rates</u>
Associate	\$ 175
Manager	205
Senior Manager	220
Principal	330

Rates increase annually on an incremental basis. All time spent working on projects for the Township would be billed at discounted hourly rates. These rates are discounted 15% for an associate, 20% for a manager, and 25% for a senior manager or partner from our standard rates.

Our travel rates will be billed at ½ rate of the rates noted above for all team members, except the Senior Manager assigned to your project. We will not charge the Township for travel time for the Senior Manager assigned to your project.

Our initial assessment and commencement of our various services will require a mixed time from various levels of staffing. We will work as efficiently and effectively as possible to maintain reasonable costs. We will bill the Township for any costs based on the value of the services received from our team members involved until our services are no longer needed. Our ability to keep costs down is predicated on Township staff cooperation and providing necessary information on a timely basis. If the Township would like additional assistance over the noted elements those hours will be billed at the rates noted after approval is given.

All projects/services detailed in the scope of services section would be billed at the hourly rates noted above, as requested. With an engagement such as this, the Township has 100% control over the hours to be invested in the project and the resulting cost. We will bill the Township for all the time spent on each phase of the engagement as we conduct the services. Our invoices for these fees will be rendered as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 45 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have not completed the entire scope of service. You will be obligated to compensate us for all the time expended and to reimburse us for all out-of-pocket costs through the date of termination.

We will bill the Township as the work progresses and only bill for the value of the services provided during the project. We will invest the time required to ensure that the professional relationship we will develop with the Township remains strong and we continue to be the Township's trusted advisor in all financial matters. We will rely on the Township to monitor the cumulative fees and expenses charged and notify us if and when the cumulative amount approaches the total appropriated level.

If the Township were to need additional services rendered by other team members, those hours would be billed at the following rate ranges, at a discounted rate. These ranges increase annually on an incremental basis:

<u>Team Member Level</u>	<u>Hourly Rate</u>
Principal	\$ 300 - 450
Manager/Senior Manager	200 - 300
Associate	150 - 250
Administrative	100 - 200

Maner Costerisan may perform additional services upon receipt of a request from the Township with terms and conditions that are acceptable to the Township and Maner Costerisan.

Very truly yours,

Maney Costeiran PC

Lansing, Michigan

Acceptance

Please indicate the Township's acceptance of this agreement by signing in the space provided below and returning this engagement letter to us. We look forward to continuing our professional relationship with Hartland Township.

This letter correctly sets forth the understanding of Hartland Township:

By: _____

Title: _____

Date: _____

You serve the public interest. We're here to look out for yours.

Financial leadership is the foundation of a high-performing local government, ensuring resources are managed wisely and aligned with community needs. At Maner Costerisan, our governmental consulting and outsourced accounting experts help municipalities of all sizes build fiscal sustainability and effective internal accounting systems. With deep connections inside the Michigan government and hands-on experience at every level, we provide proactive solutions that enhance operational efficiency, strengthen financial oversight, and drive long-term stability. As expectations grow, we offer smarter, cost-effective strategies to help manage tight budgets, address talent shortages, and navigate shifting laws and regulations. Whether you need a long-term partner or a short-term resource, we're here to strengthen your operations—so you can focus on serving your community.

Expertise in action:



300+
GOVERNMENT
CLIENTS
ACROSS
MICHIGAN



Over 1.2 billion dollars
audited in federal
expenditures



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The expertise to pursue every goal.

No matter what size municipality you're responsibly for, we have a variety of ways to help.

Outsourced Accounting Solutions

Managing municipal finances requires accuracy, compliance, and strategic oversight—yet many local governments face staffing shortages and increasing demands. We offer many services, including general ledger maintenance, bank reconciliations, financial reporting, and budget preparation to ensure accuracy and transparency. Our team also assists with audit preparedness, grant reporting, and internal controls to help municipalities stay compliant with state and federal requirements. Whether filling a temporary gap or serving as an ongoing financial partner, we provide the expertise and support needed to keep your municipality's finances running smoothly.

Audit & Assurance

When you work for the public, financial transparency and accuracy are essential. Our goal is to complete an independent audit of your financial statements and provide a detailed report that attests to the accuracy of your data — protecting you and the trust of the people you serve.

Municipal Consulting Services

Local governments face increasing demands, from financial sustainability to efficient service delivery. At Maner Costerisan, we provide expert consulting to help municipalities strengthen operations, optimize resources, and improve internal processes. Our fiscal and operational planning services— including Capital Improvement Plans (CIP), fiscal forecasting, and revenue analysis—enhance transparency, reduce borrowing costs, and align budgets with community priorities. We support organizational enhancement through strategic planning, best practice reviews, and training to refine leadership, improve processes, and ensure long-term stability. Additionally, our operational assistance services, such as vulnerability assessments, transition support, compliance oversight, and process reviews, help municipalities strengthen controls and navigate leadership changes. Whether you need short-term guidance or long-term support, Maner Costerisan delivers cost-effective solutions to help local governments operate efficiently and successfully serve their communities.



**You've earned the community's trust;
We're ready to earn yours.
Talk To An Expert:**



Steve Kirinovic, CPA
Principal, Government Outsource
skirinovic@manercpa.com



Rod Taylor
Senior Government Consultant
rtaylor@manercpa.com



"The Maner Costerisan team is extremely knowledgeable in the field and is always willing to answer questions. Their customer service is exemplary across the board."

– Tyler Dotson,
City of Watervliet



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